

## Public Finance Officers Training Program

### Course Description Quick Guide

Course Name	Course Description
<b>From Paper to Automation: The Past, Present, and Future of Payment Technologies</b> Bill Burke, Implementation Analyst, Software Solutions Inc	Payment technology has come a long way since green bar paper and dot matrix printers. Even in the last few decades, technology has evolved in its payment methods, integrations, and automations. In this course, you will learn about the evolution of the payment process up to today's current automated technologies and grasp the benefits of automation for the future of payment capabilities.
<b>What will participants come away with? Budgeting Basics</b> Lee Ann Shortland, CPA, Director of Finance, City of Westerville	Budgeting is the first step toward fiscal success and stability. Revenue projections that are conservative create a solid foundation. Estimating expenses based upon needs rather than straight trend analyses may save thousands.
<b>Local Government Records: Retention, Disposition, and Electronic Records Considerations</b> Pari Swift, OSU Records Manager, Ohio State University	Public offices in Ohio must comply with laws governing their records. Effective compliance with public records laws, as well as security and privacy regulations, can be achieved through proper records management. This session will guide attendees through Ohio local government records procedures, discuss retention schedules and the other "RC" forms, and delve into electronic records management, while also helping participants become more knowledgeable about policies, legal requirements and best practices concerning the retention, management and disposition of records in their care. Participants will also learn practical tips and techniques for managing email, developing naming conventions and file structures to aid in the organization of electronic records.
<b>Fundamentals of Investing</b> Eileen Stanic, CTP, Senior Public Funds Advisor, Meeder Investment Group	This course will provide a foundational basis for investing public funds. Topics included are requirements under Ohio Revised Code, permissible investments, formulating an investment strategy and service providers. The topics will all be discussed with an end goal of informing participants on coordinating various aspects to better evaluate and manage a proper investment program.
<b>Debt Issuance/Capital Planning and the Star Trek (Kobayashi Maru).</b> Matthew Stuczynski, Municipal Advisor, MAS Financial Advisory Services, William Logan, Associate, MAS Financial Advisory services LLC	Basic understanding and comparison of the issuance of debt (short term BANs, long term bonds, leases, direct bank purchase loans, OWDA, USDA, SIB Loan). Tactical evaluation of utilizing debt as a funding tool versus cash (pay-go) for capital projects.
<b>Certificate of Transition</b> Tim Downing, Quality Assurance and Technical Specialist, Ohio Auditor of State	Discussion over what is the Certificate of Transition, why it is needed, what information needs to be included and who it applies to. This training addresses areas of compliance and controls.
<b>Confessions of Fraudsters</b> Marissa Gibson, Special Investigations, Ohio Auditor of State, Jessica Benson, Forensic Audit Manager, Ohio Auditor of State's Office	This course will cover a sampling of recent AOS SIU criminal cases, providing an overview of the schemes used by suspects, how they were perpetrated, and the consequences each fraudster faced.
<b>Communications and Public Relations</b> Sara Costanzo (Donnersbach), Attorney/Shareholder, Weltman, Weinberg & Reis, Co. LPA	Communication is the ability to develop and express ideas, opinions, and information in appropriate forms. Public Relations is defined as "the management function which tests public attitudes, identifies the policies and procedures of an individual or an organization with the public interest, and plans and executes a program of action to earn public understanding and acceptance." This course will help attendees increase community satisfaction; improve inter-organizational efficiency; and enhance public image in the community and industry.

<p><b>Lead Like an Emperor: Leading Through Challenges and Overcoming Adversity</b> Tom Speaks, Principal, The Impact Group</p>	<p>Roman Emperor Marcus Aurelius was one of the most successful leaders in history overcoming every kind of adversity and trial using his philosophy on leadership and life. By exercising wisdom, self restraint, justice and courage, you too can effectively lead your organization through any challenge and overcome any adversity! Learning Objectives include:1. How to effectively overcome adversity2. How to embrace challenges/the obstacle is the way3. How to apply the principles of Stoicism:a) Begin each day with power and purposeb) Control your emotionsc) Rewire negative thinkingd) Stop wanting: Start accepting4. Practical examples of Stoicism applied in leadership situations in organizations.TARGET AUDIENCE: Public Treasurers, Fiscal Officers, and other Public Finance Professionals.CLE CREDIT – IF APPLICABLE: N/APlease explain how this activity’s subject matter will improve the professional competence of attorneys in their work AS ATTORNEYS. (CCLE Reg. 406 (A)).This subject matter will provide insight into human behavior which is the core of legal work.</p>
<p><b>Expanding Grant Capacity: Keys to Effective Financial Grants Management</b> Stacie Massey, State Accounting Manager 3, Ohio Office of Budget and Management</p>	<p>This session will discuss the financial aspects required to effectively manage federal grants and stay compliant with federal regulations. Participants will learn about federal financial concepts to include cash management, allowable costs, match, grant accounting, interest, direct versus indirect costs, grant award relationship, Federal Funding and Transparency Act reporting, single audit, and program income. In addition, tips for locating and applying for grant opportunities will be discussed.</p>